

DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS - ATASCADERO NUTRITION SERVICES

JOB CLASSIFICATION: Student Assistant
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Responsible for assisting Dietetic Technicians and Registered Dietitians in the development and implementation of nutritional care plans for the patient population at Department of State Hospitals-Atascadero; monitoring patient tolerance and acceptance of the diet; developing and presenting training programs for food service staff and hospitalized patients when assigned; and other related work.

50% Diet Order Processing

- Prepare weekly diet menus.
- Complete diet menu changes.
- Process diet orders into Diet Line, Modified Sack Lunch, Regular Line, and special nourishment instructions, including renewal orders.
- Compose special modified diet slips for unique diets.
- Maintain patient diet kardexes.
- Prepare and distribute required production/presentation forms, e.g., Special Order Sheets and tally of special nourishment items.
- Complete data entry into foodservice software systems (e.g. Computrition).

20% Monitor Modified Diet Provision

- Check accuracy of modified diet trays for all meals.
- Offer substitutes as needed.
- Maintain patient attendance records.
- Consultant to Nutrition Services staff regarding modified diets during and in between meal service/sack assembly tray line/regular tray line/on unit meal service.
- Taste-test assigned meals.
- Maintain accurate nutrition records

15% Assist the Dietetic Technicians to Provide support to Registered Dietitians.

- Communicate nutritional information.
- Maintain current census information.
- Miscellaneous clerical responsibilities/tasks within the diet office.

15% Performance Improvement and other duties as assigned.

- Provide training to food service staff as assigned.
- Evaluate activities pertaining to work assignment and make recommendations for work improvement. Assist with updating manuals, e.g., Nutrition Services Policy and Procedure Manual, and the Sanitation and Equipment Manual, when assigned.
- Maintain/update filing system for department purchase orders/State contracts, equipment purchase binder, vendor information, Property/Equipment Inventory
- Maintain and monitor inventory of food and supplies.
- Maintain contact with key stake holders regarding over/under stocked food/supplies.
- Prepare amendments and/or revised delivery schedules as needed.
- Contact vendors when delivery/product discrepancies occur.

2. SUPERVISION RECEIVED

Assigned Assistant Director of Dietetics

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices and theories of nutrition and dietetics; methods of planning, preparing and serving food to a large number of persons; special dietary requirements of mentally or developmentally disabled persons and other patient groups.

ABILITY TO:

Apply the principles and practices of nutrition and dietetics; communicate nutritional data to the health care team and food service employees; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric	Adolescent	Adult	X	Geriatric	X
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THERAPEUTIC STRATEGIES & INTERVENTIONS (TSI)

Applies and demonstrates knowledge of Therapeutic Strategies & Interventions (TSI).

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Applies knowledge of nutrition principles and performs correct protocols in processing diet orders in a psychiatric setting.
- Effectively interfaces with Nutrition Services and hospital staff to promote timely and accurate provision of modified diets.
- Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrates typing and basic computer skills.

6. TRAINING - Training Category = 14

The employee is required to keep current with the completion of all required training.

7. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

DUTY STATEMENT – Student Assistant

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date